

2022 -2025
SUFFOLK COUNTY
LOCAL DESIGN SERVICES AGREEMENT
REQUEST FOR QUALIFICATIONS
PACKAGE

Pursuant to the recent advertisement in the New York State Contract Reporter, Suffolk County Department of Public Works (SCDPW) is issuing this Request for Qualifications (RFQ) guidance to facilitate the selection of up to **fifteen (15) consulting firms** for placement on the Suffolk County Local Design Services Agreement (LDSA) list. The LDSA list, once established, would be in effect for a three (3) year period starting **June 1, 2022** and ending **May 31, 2025**.

Once the LDSA list is established, it may be utilized by all municipal governments in Suffolk County who seek to procure Architecture/Engineering (A/E) consultant services in advancing their Locally Administered Federal Aid Projects through the New York State Department of Transportation's (NYSDOT) Federal/State project development process. Use of the LDSA list is not mandatory in advancing Federal Aid projects. Municipal project sponsors may also procure consultant services pursuant to the other methods described in the below referenced NYSDOT procedural manual. Placement on the Suffolk County LDSA list does not guarantee selection by a project sponsor to advance a project.

The LDSA list would be available to all municipal entities in Suffolk County to select consulting firms to provide the following services: Project Scoping/Studies, Preliminary and Final Design (Design Phases I–VI), including community outreach and environmental assessment, and subsequent Construction Support and Construction Inspection services for municipal highway, bridge, traffic and other related transportation projects. Typical project assignments may include bridge and highway preventive maintenance, rehabilitation and replacements, intersection improvements, intelligent transportation systems, sidewalk and bicycle facilities, and transportation enhancement projects.

Required Services:

Project Scoping tasks may include but are not limited to: Assessment and design of existing or new municipal facilities, including the condition of roadways, trails, curbs, sidewalks, culverts, water and sewer lines, bridges, ancillary structures, intersection and traffic control and other transportation facilities; and development of conceptual alternatives for construction of a project.

Preliminary Design (Phases I-IV) tasks may include, but are not limited to: Topographic and right-of-way (ROW) surveying; development of design alternatives, including cost estimates; in-depth bridge inspections; evaluation of cost and environmental factors including air, noise and water studies, wetland delineation, cultural resource studies, hazardous materials studies; architectural services; preparation for, attendance, and participation at public information meetings and hearings; traffic/corridor studies; intelligent transportation systems; landscape architecture; storm water mitigation; context sensitive design; value engineering; planning studies and other incidental services required, as necessary to establish a Design Approval Document and approved preliminary plan; other ROW incidentals such as appraisals and preparation of ROW maps; and project permitting.

Final Design (Phases V-VI) tasks may include, but are not limited to: Final horizontal and vertical alignments for highways and streets, bridges, paths, walkways and trails; ROW acquisition work; development and design of public utilities; maintenance and protection of traffic during construction; typical sections; pavement markings; guide rail; bridge rehabilitation and replacement; highway reconstruction/rehabilitation; traffic control systems, constructability reviews; and preparation of final Plans, Specifications, and Estimates (PS&E) for the projects.

Construction Support tasks may include but are not limited to: Assistance in construction bid proceedings; review of shop drawings; providing design response to unanticipated or changed field conditions; analysis and participation in proposed design changes; and ongoing interpretation and clarification of design plans.

Construction Inspection tasks may include but are not limited to: Providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the plans and specifications.

All future project specific consultant procurement and advancement through the project development process will be subject to compliance with the current requirements of NYSDOT's **Local Projects Manual (LPM)**. This procedural manual can be viewed at www.dot.ny.gov/plafap.

Selection Process

Selection to the Suffolk County Local Design Services Agreement list will be **qualifications based**. Interested firms, and their subconsultants, should complete and submit an Expression of Interest (EOI) that consists of a **Standard Form (SF) 330** - for prime consultants and for subconsultants.

All firms must be able to provide all of these services either directly or through subconsultants, including disadvantaged business enterprises (DBE). It is anticipated that the teams proposed at the time of selection will be available for subsequent selection for specific projects. The prime consultant should identify any tasks that will require a subconsultant to perform on any given project (Survey, Environmental, CI, etc).

The selection of the most qualified firms will be based on the following evaluation criteria and weights listed below.

SELECTION CRITERIA FOR A/E CONSULTANTS

CRITERIA	MAXIMUM POINTS
Experience and Qualification of Proposed Staff	20
Experience of Firm with Locally Administered Federal Aid Projects	20
Experience of Firm/Team with NYSDOT/FHWA Highway and Bridge Project Development Process	15
Experience of Firm/Team with NYSDOT/FHWA Construction Inspection Procedures	15
Experience of Firm/Team with NEPA/SEQRA Environmental Issues	10
Past Performance of the Firm	10
Logistics and Familiarity with the Selection Area	5
Percentage of Proposed DBE Participation	5
TOTAL	100

After a SCDPW committee evaluates each proposal, rating sheets will be considered working documents, not subject to FOIL and will not be distributed to any individual party.

To be placed on the LDSA list, all consultants (prime and subconsultants) must be authorized by the State of New York to practice architecture and/or engineering as appropriate and certified by the NYS Department of State. For environmental assessments, personnel must have the necessary asbestos or other certifications. Additionally, all surveying and right-of-way mapping shall be performed by a firm authorized to provide professional land surveying in the State of New York.

Designation on the LDSA list will be for a period of **three (3) years**, beginning on **June 1, 2022**, during which project assignments may be made by various Suffolk County municipalities. It should be noted that designation on the LDSA list does not guarantee selection by a municipal government to perform services. Following the initial designation, individual projects may be assigned to the firm deemed to be most qualified by the municipality sponsoring an approved Federal Aid project, followed by a scope of services meeting, proposal preparation, negotiations, and processing a contract with the municipality.

Firms must anticipate attending a scope meeting in less than a week from notification of selection for individual project, with the project work to start as soon as possible thereafter. Selected firms must be able to initiate work on new assignments as necessary and to maintain steady production throughout the scheduled time period for each assignment.

If a firm receives an assignment from a municipality and is then temporarily unable to take on additional assignments, that firm should so notify the Suffolk County Department of Public Works that the firm is temporarily not available for selection. Once that firm is again capable of the satisfactory handling of additional assignments, the Department should again be notified. No guarantee of work assignments can be made, but the need for these contracts is based on a projected local project workload.

Consultant contracts with municipalities will follow the contracting procedures of the involved municipality, but terms and conditions of the contract must include all Federal and/or State mandated requirements as described in the aforementioned NYSDOT procedural manual.

If a firm is selected by a municipality, work cannot begin until federal funds for that particular phase are "Authorized" by the Federal Highway Administration (FHWA) or other Federal Agency.

Accounting Requirements:

All firms submitting EOIs (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts."

Title VI Compliance

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the U.S. Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, as amended, issued pursuant to such Act; Suffolk County hereby notifies all who respond to this request for qualifications that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability/handicap and income status in consideration for an award.

For purposes of this advertisement, **DBE** status is a designation of the Federal Government extended to firms who meet the eligibility criteria of 49CFR23.53 and 13 CFR121. NYSDOT certifies the status of DBE's, if they meet federal criteria.

Disadvantaged Business Enterprises (**DBE**) are encouraged to submit proposals in response to this solicitation. Other proposers are encouraged to submit DBE subconsultants.

Submission Requirements

Qualifications shall be submitted in the form of an Expression-of-Interest (EOI) which will consist of: the federal General Services Administration (GSA) [Standard Form \(SF\) 330](#). The SF-330 will have Part I completed for the overall team with Part II for the Prime Consultant (or joint venture), and additional Part II pages for each subconsultant on the project team. Part I must include an overall team organizational chart. Each prime firm (or joint venture) is limited to the submission of one (1) EOI. The EOI submittal must be in **.pdf format** and provided on either a Compact Disc (CD) or Universal Serial Bus (USB) Flash Drive.

Each **.pdf** file shall include appropriate **bookmarks** that separate the required sections of the SF-330 form. The following labeling shall be used:

- Part I – Contract-Specific Qualifications
- Part II – General Qualifications – Prime Consultant/Joint Venture
- Part II – General Qualifications – Subconsultant (repeat for additional subconsultants)

Form SF-330 Instructions

Instructions for completing the SF-330 are provided on pages 1-8 of the form and must be followed for each submission, as modified/clarified below:

- Part I – Item 1 – should be completed with “Local Design Services Agreement – Suffolk County.” No City or State is necessary.
- Part I – Item 2 should be completed with “February 2022”
- Part I – Item 3 should be left blank
- Part I – Item 10 (Address) should be completed with the office location for the prime consultant, JV partner and subconsultant where the project work will be managed and performed. An office is defined as a business office location either owned or leased by the firm, or a residence shown on the firm’s federal tax return as a legal place of business.
- Part I, (D) – The organizational chart is not limited to the individuals whose resumes are provided in Section E.
- Part I, (E) – This section is limited to a maximum of eight (8) resumes for the prime consultant / joint venture, and a maximum of two (2) resumes for each subconsultant. All resumes shall be no more than 1 single-sided page in length. Only resumes of persons currently employed by the firm at the time of this submission may be included. Do not list proposed or part-time employees. The starting date of employment must be given for individuals employed less than one year with the firm. All listed relevant projects must include cost/fee.
- Part I, (F) – This section is limited to a maximum of eight (8) example projects for the prime consultant / joint venture, and a maximum of two (2) example projects for each subconsultant. All example projects shall be no more than 1 single-sided page in length. All example projects are to clearly identify if it was Locally Administered or if NYSDOT was the client. Example projects must not be older than ten (10) years. The “Role” field must identify if the work was performed as “Prime” or “Subconsultant”. Subconsultants must clearly describe their scope of work for each project (Survey, Environmental, Construction Inspection, etc.).
- Part I, (G) – This section allows for up to twenty (20) key personnel to be listed. If needed, supplemental Part I, (G) pages may be attached to list additional personnel or example projects from sections (E) and (F).
- Part I, (H) – This section may be used to provide a brief description of a proposed project approach and schedule. Statements which address selection criteria that are not covered by the information provided in other sections of the SF-330 should be included in this section. This section is limited to no more than four (4) single-sided pages for the Prime Consultant and one page for each Subconsultant (if proposed).
- Graphics such as pictures, plans, etc. will only be permitted in Part I, F and H, and on the overall EOI cover.
- For Construction Inspection Services, the resumes of key personnel must include:
 - Current assignments (project, locations, duties)
 - Estimated completion date of current assignments
 - Client, client contact person and telephone number
 - Professional/Technical Certifications, e.g., NICET certification levels.

NOTE: Suffolk County Department of Public Works will protect confidential and proprietary information from disclosure to extent permitted by the Freedom of Information Law (“FOIL”), Article 6 of the Public Officers Law.

Accordingly, proposers should identify the page(s) of their proposal, which contain such information as, “**confidential and proprietary.**”

Submission Format

1. Each EOI must be in **.pdf format** and provided on either a CD or USB Flash Drive. **Only One (1) copy** of the EOI is to be provided on either media (CD or USB Flash Drive).
2. All submissions should include covers, a table of contents, and appropriate dividers that separate the required sections of the SF-330 for the prime and each subconsultant. Section dividers should be labeled with the name of the Prime or Subconsultant and the document contained in the section.
3. Any material submitted in addition to the sections described in this announcement will either be removed or may result in disqualification.
4. One cover letter or transmittal letter may be submitted with the CDs/Flash Drives.
5. All submissions must be received by **3:30 p.m. on March 10, 2022**, at the following address:

**Joseph T. Brown, P.E.
Commissioner of Public Works
County of Suffolk County
335 Yaphank Avenue
Yaphank, New York 11980-9744**

4. Information regarding this announcement may be obtained by contacting:

**William Hillman, P.E.
Chief Engineer
Telephone: (631) 852-4002**

5. The Commissioner reserves the right to reject any or all EOI's submitted, to cancel the solicitations advertised according to this notice, and/or to re-solicit for these services.
6. The firm offering to perform services as a prime may be offered as a subconsultant in another firm's proposal.
7. Designated firms must submit proof of authority to practice Engineering/Surveying in New York State (as appropriate) immediately upon designation. Subconsultants, subcontracting and/or joint ventures are permitted.
8. Disadvantaged Business Enterprises (**DBE**) are encouraged to submit proposals in response to this solicitation. Other proposers are encouraged to submit DBE subconsultants as noted above.